



# DelDOT – Development Coordination

## Process for Electronic Payments

The Department of Transportation, Development Coordination Section implemented procedural changes in 2015 requiring all fees related to Land Development, Subdivision Projects, and Entrances be submitted electronically through the Planning Development Coordination Application (PDCA) (<http://pdca.delDOT.gov/>).

These fee types include, but are not limited to:

- Initial Stage Fee
- Construction Stage Fee
- Area Wide Study Fee
- Shared-Use Path (SUP) & Sidewalk Fee
- Traffic Impact Study – Option B
- Contributions to Road Improvements
- Contributions to DelDOT Capital Projects
- Traffic Signal Revolving Fund

When submitting a payment, choose the appropriate fee type for the payment being made. If choosing ‘Other’ to submit a payment for any of the below fee types, the **Project Names, Road/Intersection Name, State Contract Numbers** pertaining to the payment should be included and, if applicable, what # of payment is being submitted:

- Contributions to Offsite Improvements.
- Contributions to Capital Transportation Program projects
- Traffic Signal Revolving Fund

The screenshot shows the 'Fee Payments' section of the PDCA application. It features a table with columns for 'Fee Type', 'Date Paid', and 'Amount'. Below the table is a form for adding additional fee payments. The form includes a dropdown menu for 'Select Fee Type...' with options: Area Wide, Construction, Shared Use Path, Other, Supplemental Initial, and Perform TIS. A red arrow points from the 'Add Additional Fee Payment' button to the 'Select Fee Type...' dropdown. Another red arrow points from the 'Other' option to a 'Description' text box. A third red arrow points from the 'Create' button to a dollar sign input field. Red text annotations provide instructions: 'When selecting 'Add Additional Fee Payment' the payment amount will need to be entered.' and 'When using Fee Type 'Other' add a note to record what the payment is for. Please be specific and provide any agreement / contract numbers, if available.'

Fee Type	Date Paid	Amount
Initial Fee		\$0.00
Construction		\$0.00
Area Wide Study		\$0.00
Shared Use Path		\$0.00

Buttons: Calculate, Calculate and Pay, Add Additional Fee Payment, Create, Cancel.

**\*\*Electronic payments can be made by credit/debit card (including Discover, MasterCard, MasterCard Debit, Visa, or Visa Debit) or Electronic Check (eCheck)**

If you have questions or need assistance with making payments, please contact Development Coordination at [subdivision@delaware.gov](mailto:subdivision@delaware.gov) or (302) 760-2266 (Mon-Fri, 8:00 a.m. - 4:30 p.m.).